

**KENDRIYA VIDYALAYA NO.4, AMBALA CANTT**  
**TEACHERS DUTY CHART FOR THE ACADEMIC YEAR 2024-25**

S. N.	COMMITTEE	DUTY ASSIGNED
1	<b>TIME TABLE</b>	
1	MR. PREM KUMAR, PGT MATH (I/C)	To prepare time table as per KVS norms and stream line vidyalaya academic task/ target.
2	MS. RITU TGT- BIO.	
3	MS. NISHA TGT-MATHS	
4	MS. ARPANA SOOD, PRT (I/C PRIMARY)	
5	MR. PANKAJ KUMAR, PRT	
6	MS. NEELAM, PRT	
7	MR. NIRMAL, SUB-STAFF FOR SECONDRY TIME TABLE	
8	MR. LEKHRAJ SUB-STAFF FOR PRIMARY WINGS (TIME TABLE)	
2	<b>ADMISSION</b>	
1	MR. SONU BAN, PGT BIOLOGY (I/C)	To complete admission process as per KVS guide lines and update the website with the day to day admission.
2	MS. SHIKHA PGT COMP	
3	MS. MONIKA, TGT LIB	
4	MS. ASHPREET TGT ARTS	
5	MR. SANDEEP, PRT	
6	MR. MANOHAR LAL, SUB-STAFF	
3	<b>FURNITURE</b>	
1	MR. PREM KUMAR, TGT MATH (I/C)	To plan about the purchase of the furniture and maintain the same systematically.
2	MR. PANKAJ KUMAR, PRT	
3	MR. NARESH KUMAR, PRT	
4	MR. LEKHRAJ, SUB-STAFF	
5	MR. JAIPAL, SUB-STAFF	
4	<b>LIBRARY</b>	
1	MS. MONIKA BHATT, TGT LIB (I/C)	To plan and decide about the purchase of the books and maintain the same systematically.
2	DR. SEEMA KUMARI, PGT(HINDI)	
3	MS. VIDHU, PGT (CHEM)	
4	MR. SANJAY KUMAR, PGT (ECO )	
5	MR. PREM KUMAR, PGT (MATH)	
6	MS. BANTI RANI, TGT(ENG)	
7	MR. SANDEEP VERMA, PRT	
8	MR. HARJEET, TGT-HINDI	
9	HEAD GIRL	
10	HEAD BOY	
5	<b>SANITATION, CLEANLINESS AND HYGIENE /SWACHH BHARAT ABHYAN</b>	
1	MR. NARESH KUMAR , TGT WET (I/C-1)	To motivate the children for hygienic conditions.To monitor the vidyalaya campus including toilets. To maintain the service rendered by the conservancy agency and to maintain the record, tiles, cemented work, labour, glass fitting, wash basin should be checked and in proper condition.
2	MS. VIDHU , PGT(CHEMISTRY) (I/C-2)	
3	MR. NAVEEN KUMAR, TGT(S.S.T)	
4	MS. REENU, TGT(SST)	
5	MR. MUKESH KUMARI TGT(SCIENCE)	
6	MS. ASHPREET KAUR, TGT ARTS	
7	MS. SEEMA DAHIYA, PRT	
8	MR. ANKIT, PRT	
9	MR. SURESH, SUB-STAFF	
10	MR. NIRMAL, SUB-STAFF	
6	<b>BEAUTIFICATION OF THE VIDYALAYA</b>	
1	MR. SONU BAN, PGT (BIO) (I/C)	Look after the beautification of the vidyalaya and the surrounding and go ahead with "Go Green Program".
2	MS. ASHPREET KAUR, TGT ARTS(2ND I/C)	
3	MS. RITU TGT (BIO)	
4	MS. SANJU SUNDI, HM	
5	MS. ARPANA SOOD, PRT	
6	MS. MANOHAR LAL, SUB-STAFF	
6	MR. NIRMAL, SUB-STAFF	
7	<b>GARDENING/ ECO CLUB/ HERBAL GARDEN</b>	
1	MR. SONU BAN, PGT (BIO) (I/C)	To plan different activities related oto environment/ integrity awareness and execute program for environmental protection and to maintain separate records for different class.
2	MR. MUKESH KUMARI, TGT (SCIENCE)	
3	MS. RITU ,TGT BIO.	
4	MR. NARESH KUMAR, TGT SUPW	
5	MR. ANKIT, PRT	
6	MS. ADITI, PRT	
7	MR.SURESH, SUB-STAFF	

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S. N.	COMMITTEE	DUTY ASSIGNED	
8	<b>GAMES SPORTS</b>		
1	MR. LOVNISH SHARMA, TGT PH&E (I/C)	To plan different activities related to games and sports through the year. Select the students for cluster, regional and national competition. Impart health education mass PT for physical fitness.	
2	MR. SANJAY KUMAR , PGT(ECO)		
3	MR. PREM KUMAR, PGT (MATHS)		
4	MR. JAIMAL SINGH, PGT(PHY)		
5	PGT (COMM)		
6	MS. REENU, TGT (SST)		
7	MR. SANDEEP, PRT		
8	MR. ANKIT, PRT		
9	SPORTS CAPTAIN GIRL		
9	SPORTS CAPTAIN BOY		
10	MR. SURESH, SUB-STAFF		
11	MR. JAIPAL, SUB-STAFF		
12	MR. NIRMAL, SUB-STAFF		
9	<b>MATHEMATICS (KVS), CBSE, OLYMPIAD AND OTHER OUTSIDE COMPETITION/ MATHS LAB.</b>		
1	MR. JAIMAL SINGH, PGT PHYSICS (I/C)	To plan and organize the test, encourage the students regarding the competition and test and maintain records.	
2	MR. PREM KUMAR, PGT MATHS		
3	MS. SEEMA RANI, TGT (MATHS)		
4	MS. NISHA, TGT (MATHS)		
5	MS. SEEMA DAHIYA, PRT		
6	MR. ABHISHEK VERMA, PRT		
10	<b>CCA COMMITTEE (PRIMARY SECTION) / MORNING ASSEMBLY COMMITTEE</b>		
1	MS. ANITA, PRT (I/C)	To plan and organize morning assembly in proper way and up to the mark. To divide the students in to four houses to plan different CCA/ House activities and conduct these during CCA period every week. And maintain necessary record related to CCA/ House activities.	
2	MS. NEELAM, PRT		
3	MS NEHA YADAV, PRT		
4	MS KUSUM LATA, PRT		
5	ALL HOUSE MASTER TEACHERS		
6	ALL ASSOCIATE HOUSE MASTER		
7	MR. JAIPAL, SUB-STAFF		
8	MR. LEKHRAJ, SUB-STAFF		
11	<b>CCA COMMITTEE (SECONDARY SECTION) / MORNING ASSEMBLY COMMITTEE</b>		
1	DR. SEEMA KUMARI, PGT-HINDI (I/C)	To plan and organize morning assembly in proper way and up to the mark. House activities should be cleared. House duties should be given to the students on Friday for next week. To plan and decide the date for CCA/ House activities as per decided date of competition and prize purchasing. To prepare the students for the literary and cultural activities.	
2	MS. DIMPLE RANI, TGT(SKT)		
3	MS. ASHPREET KAUR, TGT ARTS		
4	MR. HARJEET, TGT (HINDI)		
5	ALL HOUSE MASTER		
6	ALL ASSOCIATE HOUSE MASTER		
7	MR. MANOHAR, SUB-STAFF		
8	MR. SURESH, SUB-STAFF		
12	<b>SCOUT AND GUIDE</b>		
1	MR. PREM KUMAR, PGT MATHS (I/C)	To plan different activities related to Scout and Guide. Preparing the students for different level like dwitya, tritya, Rajyapurskar, Rastrapati award and testing camp.	
2	MS. MUKESH KUMARI, TGT SCIENCE		
3	MS. POOJA RANI, TGT-HINDI		
4	MR. PANKAJ PRT		
5	MS. NEELAM, PRT		
13	<b>CONDEMNATION COMMITTEE</b>		
1	MR. SANJAY KUMAR, PGT ECONOMICS (I/C)	To collect the list of items to be condemned and to prepare the various reports and documents for condemnation purpose.	
2	MS. SHIKHA, PGT CS		
3	MR. PGT COMMERCE		
4	MR. SONU BAN, PGT BIO		
5	MR. JAIMAL SINGH ,PGT PHYSICS		
6	MS. MUKESH KUMARI, TGT SCIENCE		
7	MR. MONIKA BHATT , TGT- LIB.		
8	MS. ARPANA SOOD, PRT		
9	MS. KUSUM LATA, PRT MUSIC		
10	SSA		
11	JSA		
14	<b>SCIENCE COMMITTEE</b>		
1	MR SONU BAN ,PGT BIOLOGY (I/C)	To conduct Sc. Olympiad and other competitions related to science. To prepare and guide the students for making exhibits and model in science at vidyalaya level, cluster level, regional level and national level exhibitions.	
2	MS. VIDHU ,PGT CHEMISTRY		
3	MS. SHIKHA, PGT CS		
4	MR. JAIMAL SINGH ,PGT PHYSICS		
5	MS. MUKESH KUMARI, TGT SCIENCE		
6	MS. RITU TGT BIO.		
7	MS. ARPANA SOOD, PRT		
8	MR. MANOHAR, SUB- STAFF		
9	MR. SURESH, SUB-STAFF		
10	MR. NIRMAL, SUB-STAFF		

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S. N.	COMMITTEE	DUTY ASSIGNED
15	<b>SOCIAL SCIENCE COMMITTEE</b>	
1	MR. SANJAY KUMAR, PGT ECONOMICS (I/C)	To conduct Social Science competitions and other competitions related to Social Science. To prepare and guide the students for making models exhibits for social science exhibitions at vidyalaya, cluster, regional and national level exhibitions.
2	PGT COMMERCE	
3	MR. NAVEEN KUMAR, TGT S.ST	
4	MS. REENU, TGT SST	
5	MS. BANTI RANI, TGT ENGLISH	
6	MR. MOHMAD ALI, TGT ENGLISH	
7	MS. DIMPLE RANI ,TGT SANSKRIT	
8	MR. HARJEET, TGT HINDI	
9	MS ASHPREET KAUR, TGT ARTS	
10	MS KUSUM, PRT MUSIC	
11	MR JAIPAL, SUB-STAFF	
16	<b>EXAMINATION INTERNAL</b>	
1	MR. JAIMAL SINGH, PGT PHYSICS(I/C) SECONDARY	Conduction of MONTHLY TEST, PERIODIC TESTS and MID TERM & CUMULATIVE TEST, SEE, Timely as per KVS schedule along with proper maintenance of records. To prepare result analysis and performance index. To maintain necessary records related the exams. To conduct cbse exam and to look after the all formalities related to cbse, registration filling up form etc. sending student detail timely.
2	MR. ABHISHEK VERMA , PRT (I/C) PRIMARY	
3	MS. SHIKHA, PGT COMP	
4	MS. SEEMA RANI, TGT MATHS	
5	MR. MOHMAD ALI, TGT ENGLISH	
6	MS. NEELAM, PRT	
7	COMP. INSTRUCTOR.	
8	MR. MANOHAR LAL , SUB-STAFF	
17	<b>MAGAZINE SAMITI/ EDITORIAL BOARD</b>	
1	DR. SEEMA KUMARI, PGT HINDI(I/C) SEC	To design the vidyalaya patrika front page, to motivate the students to write and submit the articles, poem and to compile them to make it ready for printing, publications and distribution.
2	MS. BANTI RANI, TGT ENGLISH	
3	MS. DIMPLE RANI TGT SANSKRIT	
4	MS. ASHPREET KAUR, TGT ART	
5	STUDENT (GIRL)	
6	STUDENT (BOY)	
18	<b>DISCIPLINE &amp; VIGILANCE COMMITTEE</b>	
1	MR. LOVNISH KUMAR SHARMA, TGT- PHE (I/C)	To look after the discipline and work including human values.
2	MR. SANJAY KUMAR, PGT ECONOMICS	
3	PGT ENGLISH	
4	MS. BANTI RANI, TGT ENGLISH	
5	MS. SANJU SUNDI, HM	
6	MS. ARPANA SOOD, PRT	
7	MR. ABHISHEK VERMA, PRT	
8	ALL CLASS TEACHERS	
9	MR. NIRMAL, SUB-STAFF	
10	MR. MANOHAR LAL , SUB-STAFF	
11	MR. JAIPAL, SUB-STAFF	
19	<b>PURCHASE COMMITTEE &amp; LPC</b>	
1	MS. SHIKHA, PGT CS (I/C)	To plan and take up purchase procedure for Procurement of material for the vidyalaya as per KVS norms.
2	DR. SEEMA KUMARI, PGT HINDI	
3	MS. VIDHU ,PGT CHEMISTRY	
4	PGT ENGLISH	
5	MR. SANJAY KUMAR, PGT ECONOMICS	
6	MS. NISHA. TGT MATHS	
7	MR. MOHMAD ALI, TGT ENG	
8	MR. MONIKA BHATT, TGT LIB	
9	SSA	
10	MS. SANJU SUNDI, HM	
11	MS. ARPANA SOOD, PRT	
12	MS. KUSUM, PRT MUSIC	
13	MR. PANKAJ KUMAR, PRT	
20	<b>MAINTENANCE AND REPAIR WORK/ELECTRICITY AND WATER SUPPLY</b>	
1	MR. NARESH KUMAR, TGT WET(I/C)	To look after repairs and maintenance work in the vidyalaya as per annual plan/ white wash of the building. To look after repairs and maintenance work, Electricity and water supply in the school.
2	MS. RITU, TGT BIO.	
3	MS. ASHPREET KAUR, TGT ARTS	
4	MS. ARPANA SOOD, PRT	
5	MS. ANKIT, PRT	
6	MR. SURESH, SUB-STAFF	
7	MR. JAIPAL, SUB-STAFF	

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S. N.	COMMITTEE	DUTY ASSIGNED
21	<b>TEACHING AIDS</b>	
1	MR. MOHMAD ALI, TGT ENGLISH (I/C SECONDARY)	To prepare and maintain teaching aids require for each and every subjects and make availabel the same to the teacher for the classroom teaching.
2	MS. NEHA YADAV-PRT (I/C PRIMARY)	
3	MS. RITU,TGT SCIENCE	
4	MS. BANTI RANI, TGT ENGLISH	
5	MS. ADITI, PRT	
22	<b>FIRST AID AND HEALTH CHECKUP</b>	
1	MR. SONU BAN, PGT BIOLOGY (I/C)	To provide first aid facilities to the students, and provide help to conduct to health check up in the vidyalaya.
2	MS. MUKESH KUMARI, TGT (SCI)	
3	MS. RITU ,TGT (SCIENCE)	
4	MS. NEELAM, PRT	
5	NURSE	
23	<b>RAJ BHASHA SAMITTEE</b>	
1	DR. SEEMA KUMARI, PGT HINDI (I/C) 1	As per KVS norms implement the task, target of Raj Bhasha Hindi and work for national language.
2	MR. POOJA RANI, TGT HINDI (I/C) 2	
3	MR. HARJEET, TGT-HINDI	
4	MS. ARPANA SOOD PRT	
5	MR. PANKAJ , PRT	
6	SSA	
7	JSA	
24	<b>CHECKING OF ATTENDENCE REGISTER COMMITTEE</b>	
1	PGT COMMERCE (I/C-1)	To check attendance register/ attendance board and uploading of attendance for all classes to be monitored on shala darpan
2	MS. SHIKHA, PGT CS (I/C-2)	
3	MS. ARPANA SOOD, PRT	
4	MS. SEEMA DAHIYA, PRT	
5	COMPUTER INSTR. (PRIMARY)	
25	<b>VIDYALAYA WEBSITE COMMITTEE</b>	
1	MS. SHIKHA, PGT CS (I/C)	Maintain web site upto date.
2	COMPUTER INSTR.(SEC & PRIMARY)	
3	MR. NARESH KUMAR, TGT WET	
26	<b>AWANKENED CITIZEN PROGRAM COMMITTEE</b>	
1	MS. MUKESH KUMARI, TGT SCIENCE (I/C)	To encourage the maximum participation. Guest lecture should be invited tome to time. To plan different activities relate AEP.
2	MS. POOJA RANI TGT HINDI	
3	MS. RENU TGT SST	
4	MR. NAVEEN KUMAR TGT SST.	
27	<b>CAREER COUSELLING &amp; GUIDANCE</b>	
1	MR. JAIMAL SINGH, PGT PHYSICS (I/C)	To plan & make a time table for XI Class carrier councelling & guidance & invite to the students for future carrier.
2	MS. VIDHU, PGT CHEM.	
3	PGT COMMERCE,	
4	MS. MONIKA BHATT, TGT LIB	
5	SPECIAL EDUCATOR,	
28	<b>PRESS, PHOTOGRAPHY, MEDIA AND PUBLICATION</b>	
1	MS. POOJA RANI, TGT HINDI (I/C)	To publish the important matters of the vidyalaya well within the stipulated time. News should be forwarded after the function for coverage image of each vidyalaya function/important activity
2	MR. HARJEET, TGT-HINDI	
2	MS. BANTI RANI, TGT ENGLISH -REPORT WRITING	
3	MS. ASHPREET, TGT ARTS (I/C)-BANNER PREPRATION/Photography	
4	MR. ABHISHEK,PRT-I/C PRIMARY	
5	MS. NEHA YADAV, PRT	
29	<b>PRIMARY NEWS LETTERS EDITORIAL BOARD</b>	
1	MS. SANJU SUNDI, HM (I/C) PRIMARY	News letters should be published in time. To plan & design the news letter head quarterly to motivate the studies to write articles.
2	MS. ARPANA SOOD, PRT	
3	MS. ADITI, PRT	
5	MS. ANITA ,PRT	
30	<b>EXCURSION/ TOUR</b>	
1	MR. PREM KUMAR, PGT MATHS (I/C)	To plan different activities for excursion/ tour & date should be fixed for excursion.
2	MS. SEEMA RANI, TGT MATHS	
3	MR. NARESH KUMAR, TGT WET	
4	MS. BANTI RANI, TGT ENGLISH	
5	MS. NEHA YADAV, PRT-I/C PRIMARY	
6	MR. ANKIT, PRT	
7	MR. NARESH, PRT	
31	<b>CMP &amp; RESOURCE ROOM</b>	
1	MS. SANJU SUNDI, HM-I/C PRIMARY	To plan program for qualitative improvement to primary education.
3	MS. ARPANA SOOD, PRT	
4	MS. SEEMA DAHIYA , PRT	
5	MS. NEELAM PRT	

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S. N.	COMMITTEE	DUTY ASSIGNED
32	<b>MUSIC AND DANCE COMMITTEE</b>	
1	MS. KUSUM LATA, PRT MUSIC (I/C)	To plan different activities related to environment.
2	MS. VIDHU, PGT CHEMISTRY	
3	MS. POOJA RANI, TGT HINDI	
4	MS. ASHPREET, TGT (ART)	
5	MS. ARPANA SOOD - PRT I/C PRIMARY	
6	MS. NEHA YADAV, PRT	
7	MS. ANITA, PRT	
33	<b>OFFICE COMMITTEE/ INCOME TAX/ T.D.S.</b>	
1	SSA (I/C-1)	To complete the official work in time and To plan & complete the income tax/ T.D.S. details in time & return should be submit in time.
2	MR. NARESH KUMAR , TGT WET (I/C-2)	
3	MS. SHIKHA, PGT CS	
4	PGT COMMERCE	
5	JSA	
6	COMPUTER INSTRUCTOR (SEC/PRIMARY)	
7	MR. SURESH KUMAR, SUB-STAFF	
34	<b>INTERNAL AUDITING /FEES &amp; FINES- COMMITTEE</b>	
1	MR. NARESH KUMAR, TGT-WE, (I/C- 1)	Mrs. Shikha to monitor all records of online fee concession , Mr. Deepak Singh to prepare and maintain cs-54 & income tax, D.O letter.
2	MS. SHIKHA, PGT CS (I/C-2)	
3	PGT COMMERCE	
5	MS. NISHA, TGT MATHS	
35	<b>ACADEMIC ADVISORY COMMITTEE</b>	
1	MR. SANJAY KUMAR , PGT(ECO) (I/C-1)	To uplift the academic standards using adequate necessary measures.
2	MS. VIDHU PGT CHEMISTRY	
3	DR. SEEMA KUMARI, PGT HINDI	
4	MR. PREM KUMAR , PGT MATHS	
5	MS. SHIKHA, PGT CS	
6	PGT-ENGLISH/MS. BANTI RANI, TGT ENG	
7	MS. DIMPLE RANI, TGT SANSKRIT	
8	MS. ARPANA SOOD , PRT	
36	<b>CHILD RIGHTS PROTECTION /CORPORAL PUNISHMENT COMMITTEE</b>	
1	MS. VIDHU, PGT CHEM (I/C)	Ensure protection of child rights.Ensure no corporal punishment is given to any child inside the school.
2	MR. SANJAY KUMAR, PGT ECO	
3	MS. BANTI RANI, TGT ENG	
4	PGT COMMERCE	
5	MR. LOVENEESH, TGT PH&E	
6	MS. SANJU SUNDI, HM	
7	MS. ARPANA SOOD, PRT	
37	<b>CUB &amp; BULBUL COMMITTEE</b>	
1	MR. PANKAJ KUMAR, PRT (I/C CUBS)	To monitor all the activities of Cubs & Bulbuls
2	MR. ANKIT, PRT	
3	MS. SEEMA DAHIYA PRT (I/C BULBULS)	
4	MS. NEELAM, PRT	
38	<b>GRIEVANCE REDRESSAL/SEXUAL HARASSMENT COMMITTEE</b>	
1	MR. AMAN GUPTA, PRINCIPAL (I/C)	Maintain the dignity among each and every member of school and develop brother hood feeling. To make the students aware of sexual harassment and tell them to inform about any wrong doing/ suspect incident to parents/ teachers.To settle the grievances of students with utmost priority
2	MS. VIDHU, PGT CHEM	
3	DR. SEEMA KUMARI , PGT HINDI	
4	MR. SANJAY KUMAR, PGT(ECO)	
4	PGT COMMERCE	
5	MR. MOHMAD ALI, TGT ENGLISH	
6	MS. SANJU SUNDI, HM	
7	MS. ANITA , PRT	
39	<b>CANTEEN SUPERVISION</b>	
1	MS. SANJAY KUMAR, PGT ECO	TO CHECK THE HYGIENIC CONDITIONS & QUALITY OF PRODUCTS SERVED BY THE CANTEEN
2	MS. SANJU SUNDI, HM	
3	MS. ASHPREET, TGT (ART)	
4	MS. SEEMA KUMARI, TGT (MATHS)	
5	MS. ARPANA SOOD , PRT	
6	MS. KUSUM, PRT (MUSIC)	
7	NURSE	
40	<b>COMPUTER COMMITTEE /SMART ROOM AND MULTIMEDIA COMMITTEE</b>	
1	MS. SHIKHA, PGT CS (I/C)	To ensure the proper condition and working of computers in vidyalaya.To ensure the smooth working of devices in the smart room and to maintain the records related to smart room usage by the teachers.
2	COMPUTER INSTRUCTOR (SEC/PRIMARY)	
3	PGT ENGLISH	
4	ALL CLASS TEACHERS	
5	SSA	
41	<b>P.A. SYSTEM</b>	
1	MR. NARESH KUMAR, TGT WET	To arrange all the devices and ensure their smooth working in the morning assembly (on daily basis).
2	MS. POOJA RANI, TGT HINDI	
3	MR. NAVEEN KUMAR, TGT SST	
4	SCHOOL PERFECT- BOY	
5	BOY STUDENTS	

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S. N.	COMMITTEE	DUTY ASSIGNED
42	<b>STAFF ROOM CLEANLINESS COMMITTEE</b>	
1	MR. ARPANA SOOD, PRT (I/C)	To ensure the cleanliness of the Staff room month wise.
2	MS. DIMPAL RANI, TGT SANSKRIT (I/C-2)	
3	MS. POOJA RANI, TGT HINDI	
4	MR. NARESH KUMAR, TGT WET	
5	MR. JAIPAL, SUB-STAFF	
6	ALL TEACHERS	
43	<b>VIDYALAYA ASSET COMMITTEE</b>	
1	SSA (I/C-1)	To look after the Vidyalaya Assets in the campus.
2	MR. NARESH KUMAR, TGT WET (I/C-2)	
3	JSA	
4	MR. SURESH KUMAR, SUB-STAFF	
44	<b>NCC</b>	
1	MR. SANDEEP VERMA, PRT (I/C-BOYS)	To ensure the proper conduct of all the activities of NCC.
2	MS. BANTI RANI, TGT ENGLISH (I/C-GIRLS)	
45	<b>FLAG HOISING</b>	
1	MR. PREM KUMAR, PGT MATHS (I/C)	To look after the daily hoisting and lowering of flag with proper procedure.
2	MR. LOVNISH SHARMA, TGT PH&E	
3	MR. NAVEEN KUMAR, TGT (S.S.T)	
4	MR. PANKAJ KUMAR, PRT	
5	MR. LEKHRAJ, SUB-STAFF	
46	<b>ACTIVITY INCHARGES</b>	
1	TARUNOTASAVA	PGT-ENGLISH, PGT- COMMERCE, MRS ASHPREET TGT ART- CONDUCT AND REPORT TO HIGHER AUTHORITY
2	JIGYASA	MRS. VIDHU,PGT CHEM; TGT SCI-2- CONDUCT AND REPORT TO HIGHER AUTHORITY
3	PUSTAKOPHAAR	MS.MONIKA BHATT , TGT LIB- CONDUCT AND REPORT TO HIGHER AUTHORITY
4	PARTNERSHIP WITH LINKED SCHOOLS	MR. JAIMAL SINGH, PGT PHY- CONDUCT AND REPORT TO HIGHER AUTHORITY
5	STUDENTS' FITNESS SCORE CARDS	MR. LOVENISH, TGT PHE; MR. SONU BAN ,PGT BIO; MS. MUKESH KUMARI, TGT SC.; MR. NAVEEN KUMAR TGT SST- CONDUCT AND REPORT TO HIGHER AUTHORITY
6	VIDYALAYA PLAN	MRS. SHIKHA PGT CS, PGT ENGLISH; - CONDUCT AND REPORT TO HIGHER AUTHORITY
7	EK BHARAT SHRESTH BHARAT	MR. SANJAY KUMAR PGT-ECO, MS. ASHPREET KAUR, MS. POOJA GABA, MS. DIMPLE RANI, MS SHIKHA
8	AZADI KA AMRIT MAHOTSAV	MS. ASHPREET KAUR, DR. SEEMA KUMARI, MS. POOJA GABA, MS. DIMPLE RANI,
9	UDISE	MR. SONU BAN, MS. SHIKHA, COMPUTER INSTRUCTOR PRIMARY/SECONDARY
8	HOSPITALITY	DR. SEEMA KUMARI (I/C), MS. ARPANA, MS NEHA YADAV, MS. NEELAM
47	<b>ACADEMIC LOSS COMPENSATION COMMITTEE</b>	
1	MS. VIDHU, PGT CHEMISTRY (I/C-1)	PLANNING REGARDING CONDUCTION OF SPECIAL CLASSES - WHENEVER REQUIRED AS PER KVS DIRECTION ref;- KVS(HQ) No.11029/16/2015-KVSHQ/Acad/Comp./Acad.loss DATED 28.02.2018
2	MS. POOJA RANI, TGT HINDI (I/C-2)	
3	MS. SEEMA KUMARI, TGT MATHS	
4	MS. SANJU SUNDI, HM	
5	MS. ARPANA SOOD, PRT	
	ALL SUBJECT HEADS	
48	<b>CCT COMMITTEE</b>	
1	MS. NISHA TGT (MATHS)	FOR SMOOTH CONDUCTION OF ALL THE ACTIVITIES INVOLVED IN CREATIVE AND CRITICAL THINKING ASSIGNED/REQUIRED AS PER KVS DIRECTION
2	MS. SEEMA KUMARI, TGT MATHS	
3	MS. RITU, TGT BIO.	
4	ALL CLASS TEACHERS	
49	<b>MENTAL WELL BEING COMMITTEE</b>	
1	MR. SONU BAN, PGT BIO (I/C)	PLANNING REGARDING MENTAL WELL BEING OF THE STUDENTS DURING AND AFTER COVID 19 OUTBREAK AS PER KVS DIRECTION ref;- KVS(HQ) No.11029/16/2020-KVSHQ/Acad/ DATED 06.04.2020
2	MS. SUMAN, PGT COMP	
3	MR. LOVNISH SHARMA, TGT PH&E	
4	MS. MONIKA BHATT, TGT LIB	
5	MS. ARPANA SOOD- PRT PRIMARY	
6	MS. SEEMA DAHIYA, PRT	

(MR. AMAN GUPTA)  
PRINCIPAL

**KENDRIYA VIDYALAYA NO.4, AMBALA CANTT**  
**TEACHERS DUTY CHART FOR THE ACADEMIC YEAR 2024-25**

S. N.	COMMITTEE	DUTY ASSIGNED	